

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Record No.: 4765

Sponsor(s): Alfred Jordan

Date: August 17, 2015

SUBJECT	Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance  Project/Title: <u>OSCA Juvenile Justice Program Assistance</u>											
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" data-bbox="349 483 1421 735"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$30,000</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$30,000</td> </tr> <tr> <td>Amount budgeted for this item *:</td> <td>\$30,000</td> </tr> <tr> <td>Source of funding (name of fund) and account code number</td> <td>FROM ACCT 010-2810 30,000.00 TO ACCT 010-2191-55010 30,000</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:  <input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:                  Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): 30,000                  Prior Year Actual Amount Spent (if applicable): 30,000</p>		Amount authorized by this legislation this fiscal year:	\$30,000	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$30,000	Amount budgeted for this item *:	\$30,000	Source of funding (name of fund) and account code number	FROM ACCT 010-2810 30,000.00 TO ACCT 010-2191-55010 30,000
Amount authorized by this legislation this fiscal year:	\$30,000											
Amount previously authorized this fiscal year:	\$											
Total amount authorized after this legislative action:	\$30,000											
Amount budgeted for this item *:	\$30,000											
Source of funding (name of fund) and account code number	FROM ACCT 010-2810 30,000.00 TO ACCT 010-2191-55010 30,000											
PRIOR LEGISLATION	Prior ordinances and (date): <u>4643 09/2/14</u> Prior resolutions and (date):											
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Carl Bayless, Grant Accountant, 816-435-4775											
REQUEST SUMMARY	This is a request to appropriate \$30,000.00 from the 2015 undesignated fund balance in acceptance of a contract awarded to the Family Court Division by the Office of State Courts Administrator. The project is named "OSCA Juvenile Justice Program Assistance" and its purpose is to provide monitoring of at risk youth. The project began July 1, 2015 and will continue through June 30, 2016.  Please appropriate the \$30,000.00 into the accounts listed below:  010-2191-55010 Other Professional Services \$30,000.00											
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)											
ATTACHMENTS												
REVIEW	<table border="1" data-bbox="337 1696 1572 1938"> <tr> <td>Department Director:</td> <td>Date</td> </tr> <tr> <td>Finance (Budget Approval): <i>Roy Fairchild, Budget and Fiscal Officer</i> <i>R. R. Fairchild</i></td> <td>Date: 07/30/15 <i>07/30/15</i></td> </tr> <tr> <td>Division Manager: <i>Mary Marquez, Deputy Court Administrator</i> <i>Mary Marquez</i></td> <td>Date: 07/30/15 <i>7/30/2015</i></td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date: <i>8/11/15</i></td> </tr> </table>		Department Director:	Date	Finance (Budget Approval): <i>Roy Fairchild, Budget and Fiscal Officer</i> <i>R. R. Fairchild</i>	Date: 07/30/15 <i>07/30/15</i>	Division Manager: <i>Mary Marquez, Deputy Court Administrator</i> <i>Mary Marquez</i>	Date: 07/30/15 <i>7/30/2015</i>	County Counselor's Office:	Date: <i>8/11/15</i>		
Department Director:	Date											
Finance (Budget Approval): <i>Roy Fairchild, Budget and Fiscal Officer</i> <i>R. R. Fairchild</i>	Date: 07/30/15 <i>07/30/15</i>											
Division Manager: <i>Mary Marquez, Deputy Court Administrator</i> <i>Mary Marquez</i>	Date: 07/30/15 <i>7/30/2015</i>											
County Counselor's Office:	Date: <i>8/11/15</i>											

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
010-2810	Undesignated fund balance	\$30,000.00


- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

## Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this appropriation are available from the source indicated below.

Date: August 3, 2015

ORD # 4765

Department / Division	Character/Description	From	To
<b>Grant Fund - 010</b>			
2191 - OSCA Juvenile Justice Program	45361 - Increase Revenues	30,000	
2810	Undesignated Fund Balance		30,000
2810	Undesignated Fund Balance	30,000	
2191 - OSCA Juvenile Justice Program	55010 - Regular Salaries		30,000
		<b>30,000</b>	<b>30,000</b>
<b>Budgeting</b>			



State of Missouri  
Office of State Courts Administrator  
Administrative Services Division

<b>Issue Date</b>	Award Amount
July 10, 2015	
<b>Contract Period</b>	\$30,000.00
7/1/2015 to 6/30/2016	

### Juvenile Justice Program Assistance

The Family Court Committee of the Supreme Court of Missouri, in cooperation with the Circuit Court Budget Committee has approved and provided funding for the implementation of juvenile justice programming assistance for delinquent youth who can be diverted from secure detention by use of the objective screening instrument Juvenile Detention Assessment (JDTA) into a non-secure;pre-adjudication placement.

<b>Contract Number</b>	<input checked="" type="checkbox"/> Original Contract
OSCA 16-003-08	<input type="checkbox"/> Contract Amendment

<b>Court/Recipient Information:</b>	<b>Project Director:</b>	<b>OSCA Program Contact</b>
The Honorable Justine E. Del Muro Presiding Judge Sixteenth Judicial Circuit 415 East 12th Street Kansas City, MO 64106	Mary Marquez Deputy Court Administrator of Family Court Services Sixteenth Judicial Circuit 625 East 26th Street Kansas City, MO 64108	Jay Rodieck 573-522-2043
		<b>OSCA Fiscal Contact</b>
		Shelly Peters 573-522-2751

Special Conditions of this award are attached.  There are no special conditions of this award. Original RFP requirements only.

Funding provided to assist with the Night Light program for the Sixteenth Judicial Circuit.

Requested Funding: \$30,000.00      Awarded Funding: \$30,000.00

**Please Sign, Date and Return by Mail to:**

Office of State Courts Administrator  
Attn: Contracts Unit  
P.O. Box 104480  
Jefferson City, MO 65110 - 4480

In witness thereof, the parties below hereby execute this agreement.

<b>Appointing Authority Signature</b>	<b>OSCA Signature</b>
<i>[Signature]</i> 7-28-15	<i>[Signature]</i>
<b>Printed Name</b>	<b>Printed Name</b>
John Corralce	Earl Kraus
<b>Presiding Judge Signature</b>	<b>Title</b>
	Deputy State Courts Administrator
<b>Printed Name</b>	<b>Date</b>
	7/16/2015



SUPREME COURT OF MISSOURI  
OFFICE OF STATE COURTS ADMINISTRATOR

KATHY S. LLOYD  
STATE COURTS  
ADMINISTRATOR

2112 Industrial Drive  
P.O. Box 104480  
Jefferson City, Missouri  
65110

PHONE (573) 751-4377  
FAX (573) 522-6152

July 9, 2015

The Honorable Justine E. Del Muro  
Presiding Judge  
Sixteenth Judicial Circuit  
415 East 12<sup>th</sup> Street  
Kansas City, MO 64106

*Mary -  
Signed contract  
Justine E. Del Muro  
10 July  
2015*

Dear Judge Del Muro:

On behalf of the Family Court Committee, I am pleased to announce the award of funding for the Juvenile Justice Program Assistance. The Sixteenth Judicial Circuit has been awarded \$30,000.00 to assist with the Night Light Program for FY16 under contract OSCA 16-003-08.

Funds are available to your court per the terms of the attached contract award. OSCA, Contracts Unit, requests the contract award be signed and returned to us for filing with the award documentation. Quarterly reports concerning the number of juveniles served and recidivism outcomes should be submitted with a final report being submitted at the end of the funding period. Additional information will be sent out soon.

When entering into contracts for this program, courts should determine if the individual is an employee of the state of Missouri, a member of the General Assembly a statewide elected official or county employee. If this is the case, the court must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. Your county purchasing policies and rules will apply to the contracting with individuals that fall into this category.

The county should consider language concerning liability as it relates to the contractor. For example OSCA uses the following in its contracts. "The contractor shall agree that neither the state of Missouri nor the county shall be responsible for any liability incurred by the contractor arising out of the ownership, selection, possession, leasing, rental, operation, control, use, maintenance, delivery, return and/or installation of equipment provided by the contractor, except as otherwise provided in the contract."

Additional language that OSCA uses in its contracts concerning liability is as follows. "The contractor shall understand and agree that the state of Missouri and the county cannot save

and hold harmless and/or indemnify the contractor against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the state of Missouri, its agencies, its employees, its clients and the general public against any such loss, damage and/or expense related to his/her performance under the contract."

The following OSCA staff members have been designated to assist you and your court staff with any additional information you may need related to this program. They may be reached by telephone at 573-751-4377 or via e-mail as indicated below:

Jay Rodieck, Program Administration – [jay.rodieck@courts.mo.gov](mailto:jay.rodieck@courts.mo.gov)  
Russell Rottmann, Contractual Matters – [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov)  
Jessica Schwaller, Quarterly Reports – [jessica.Schwaller@courts.mo.gov](mailto:jessica.Schwaller@courts.mo.gov)  
Shelly Peters, Fiscal Matters (invoicing/reimbursements) – [shelly.peters@courts.mo.gov](mailto:shelly.peters@courts.mo.gov)

Congratulations on your award.

Sincerely,



Earl Kraus  
Deputy State Courts Administrator

EK/π

Enclosures:  
Juvenile Justice Program Assistance Contract Award



**STATE OF MISSOURI  
OFFICE OF STATE COURTS ADMINISTRATOR  
REQUEST FOR PROPOSAL**

**RFP NO:** OSCA 16- 003  
**TITLE:** Juvenile Justice Program Assistance  
**ISSUE DATE:** March 23, 2015

**CONTACT:** Russell Rottmann  
**PHONE NO:** (573) 522-6766  
**E-MAIL:** osca.contracts@courts.mo.gov

**RETURN PROPOSAL NO LATER THAN:** April 23, 2015

**RETURN PROPOSAL TO:** OFFICE OF STATE COURTS ADMINISTRATOR  
Attn: Contracts Unit  
2112 INDUSTRIAL DRIVE  
P O BOX 104480  
JEFFERSON CITY, MO 65110-4480

**CONTRACT PERIOD:** July 1, 2015 through June 30, 2016

**SIGNATURE REQUIRED**

PRESIDING JUDGE SIGNATURE <i>Walter Edelmeier</i>		DATE <i>15 July 2015</i>
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE <i>[Signature]</i>		<i>July 9, 2015</i>
PRESIDING JUDGE SIGNATURE (IF MORE THAN ONE COUNTY IS INCLUDED IN PROPOSAL)		
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE		
PRESIDING JUDGE SIGNATURE (IF MORE THAN ONE COUNTY IS INCLUDED IN PROPOSAL)		TITLE
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE		DATE
COURT SIXTEENTH JUDICIAL CIRCUIT		
MAILING ADDRESS 625 EAST 26 <sup>TH</sup> STREET		
CITY, STATE, ZIP KANSAS CITY MISSOURI 64108		
CONTACT PERSON THERESA BYRD		TITLE DIRECTOR FIELD SERVICES
PHONE NUMBER <i>816-881-6510</i>	FAX NUMBER <i>816-881-6504</i>	E-MAIL ADDRESS <i>tbyrd@courts.mo.gov</i>

**NOTICE OF AWARD (STATE USE ONLY)**

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>AS SUBMITTED</i>		
REQUESTED AMOUNT <i>\$30,000.00</i>		AWARDED AMOUNT <i>\$30,000.00</i>
CONTRACT NO. <i>OSCA 16-003-08</i>	CONTRACT PERIOD <i>July 1, 2015 through June 30, 2016</i>	
OSCA CONTRACTS COORDINATOR <i>Russell W. Rottmann</i>	DATE <i>7/16/15</i>	DEPUTY STATE COURTS ADMINISTRATOR <i>[Signature]</i>

OSCA 16-

*Ms. A. Hargrett, Deputy Court Administrator  
Family Court Division  
7-8-2015*

### Name of Program

- Name: Night Light
- Program Category: Supervision
- Submitted By: Jackson County Family Court Services

### Geographical Area to be Served

Jackson County lies in west central Missouri, bordered on the north by the Missouri River and on the west by the state of Kansas. Kansas City, the largest city by population in Missouri, lies largely within Jackson County's boundaries. Independence (Missouri's fourth largest city), Lee's Summit (sixth largest city), and Blue Springs (eleventh largest city) all lie within Jackson County.

### Program Need

The Night Light Program serves clients placed on probation who are classified at medium or maximum level supervision. Any probation client displaying increased risk factors at a lower level of supervision may also be referred to the program for supervision. All youth completing Residential Care and Private Placement under Family Court jurisdiction are referred to the program for aftercare supervision. It has been researched and determined these youth have a higher probability to re-offend between the hours 9:00 PM and 2:00 AM for the following reasons:

1. Unaddressed substance abuse by youth and within family.
2. The inability to problem solve and handle conflict appropriately.
3. The lack of adult supervision.
4. Failure to be held accountable for their actions.
5. Lack of community support.

### Number of People Served and Number of Service Hours Provided

We are requesting \$30,000 to be utilized to pay off-duty law enforcement officers who accompany Family Court Officers to the youths' homes between the hours of 9:00 PM - 2:00 AM, Monday – Saturday. Approximately 75-100 youth will be served through this grant.

### Implementation Plan

The Night Light Program is currently operational within the 16<sup>th</sup> Circuit, as per implementation planning submitted for the previous funding cycle. Continued funding will allow for an increased capacity to provide surveillance and monitoring to those youth assessed to be at risk of reoffending or probation revocation, but who do not require detainment in detention.

The Night Light Program is a collaborative effort between the Jackson County Family Court and the Jackson County Sheriff's Department. The program is designed to monitor compliance with conditions of supervision for serious and potentially violent juvenile offenders who are either under pre-adjudication supervision, on probation, or re-entering the community from residential placement. The Night Light program serves primarily as a probation/re-entry service provider of supervision and coordinated services, and it is utilized as a graduated sanction to assist primary Juvenile Probation Officers in maintaining or stabilizing youth in the community. Evening and late-night operations occur between the hours of 9:00 PM and 2:00 AM. During this time, Night Light Juvenile Probation Officers (JPOs) are accompanied by uniformed Jackson County



Sheriff's Deputies in marked law enforcement vehicles to conduct random home visits. Telephone checks are conducted as well to ensure that youth are complying with the conditions of their supervision. Urinalysis testing and school checks are conducted on a random basis. The overall length of the program is 30-60 days. When time permits, Night Light also attempts to locate youth who have active capias warrants due to absconding from court ordered placement.

Between January-November 2014, 91 youth were determined to be in need of Night Light services. 24 of these were youth on Re-Entry Aftercare status following release from residential placement. 91% did not receive new delinquent referrals during program participation. 71% of drug tests administered by Night Light staff during this period were negative for substance use.

#### Project Goals and Objectives

The goals of Night Light are to enhance community safety during program enrollment, to promote a drug free lifestyle, and to promote school attendance. Night Light seeks to meet these goals through the following objectives:

- Program youth will remain at home during curfew hours during program enrollment, as determined by regular curfew checks.
- Program youth remain drug free during program enrollment as determined by random drug testing.
- Program youth attend school during program enrollment as determined by school attendance checks.

#### Sustainability

Jackson County Family Court has been a leader for a number of years in the Juvenile Detention Alternatives Initiative. It remains an ongoing paradigm approach in how we work with delinquent youth while protecting the community. We have consistently worked to reduce the unnecessary use of secure detention through implementing programs such as the Jackson House non-secure detention, Home Detention, Trackers, and Night Light.

The following is a brief history which demonstrates that when we begin new programs through the generous assistance of grant funding, we routinely sustain these programs after the funding ceases.

- In 1997, Jackson County Family Court begin the Night Light program, designed to protect the community with police assistance through curfew checks of court involved youth living at home. That same year, we began Intensive Probation Services (ISS) in an effort to protect the community while serving high risk youth in the community in order to prevent unnecessarily placing them in correctional residential settings.
- In 1998, the After School Supervision Education Treatment Program (ASSET) began in order to supervise high risk youth in the community after school and in the early evening during peak hours when crime was determined to most frequently occur.
- In 1998, the Family and Juvenile Drug Court were initiated. Family Drug Court worked with parents with drug problems and assisted them in becoming better parents and providing safe and nurturing homes for their children. The Juvenile Drug Court, a specialty court, provided frequent involvement with the judiciary and brought the various

- elements of judicial personnel and treatment providers together as a team to assist youth in developing drug free lifestyles
- In 1999, Our Girls Make A Difference was initiated in order to provide gender responsive programming.
  - In 2004, we initiated Spanish training and translation of legal documents into Spanish to better serve Spanish speaking clients.
  - In 2005, curricula for cognitive behavior programs and parenting programs were obtained (EQUIP, Parents Who Care, Nurturing Parenting Program) to implement best practice programs.
  - In 2008, we began Functional Family Therapy (FFT) for clients leaving residential correctional programs and returning to their homes and communities on reentry and aftercare.
  - Beginning in 2009, the Department of Public Safety has provided funding for the Gender Specific Program. It has supported a gender specific probation officer, purchase of the Girls Circle curriculum, and a gender specific tracker. We have since added two gender specific probation officers that are paid for through the general budget. The Girls Circle Program has also included two weekly Girls Groups and a Mothers-Daughters group.
  - In 2010, we were awarded the Mentoring Children of Prisoners Grant by Federal Health and Human Services, but unfortunately this ended prematurely after one year due to federal budgetary constraints. Nevertheless, we have successfully maintained this impressive mentoring program.

Some of these programs have made modifications according to the last evidence based practices and in order to adjust to current conditions. However, all of them continue to operate at the present time. This history demonstrates that our agency has the professional experience, skills, and effort necessary to achieve our proposal, use the funding wisely, make the program successful, and sustain it even after the funds are no longer available.

#### **Budget**

- Contractual Services: \$30,000 will pay two off duty law enforcement officers, each at a rate of \$33.00 per hour, for 4 hours each night that home visits are conducted. This is a total cost of \$264 per night.
- Resource Materials: \$0
- Equipment: \$0
- Education: \$0

#### **Details to Justify Budget**

- Proposed number of juveniles served: 75-100
- Number of service hours to be provided:
  - Night Light employs two full time staff who each work 40 hours a week to execute the program. Night Light partners with the Jackson County Sheriff's Department to provide two law enforcement officers for four hours a night, four

to six days a week, to assist with in-home curfew checks. This equals 112-128 service hours per week.

- Cost of proposed services per person/per hour and calculation of how costs have been determined:
  - \$30,000 will pay two off duty law enforcement officers, each at a rate of \$33.00 per hour, for 4 hours each night that home visits are conducted. This is a total cost of \$264 per night.

County to which reimbursements shall be made

Reimbursements should be made to:

Mr. Roy Fairchild, Budget and Fiscal Officer  
Jackson County Family Court Services  
625 E. 26<sup>th</sup> Street  
Kansas City, Missouri 64108  
Phone: 816-435-4751

Under Mr. Fairchild's supervision, reimbursements will be directly handled by:

Mr. Carl Bayless, Coordinator – Grant Revenue and Contracts  
Jackson County Family Court Services  
625 E. 26<sup>th</sup> Street  
Kansas City, Missouri 64108  
Phone: 816-435-4775  
Fax: 816-435-4793